



Department of Administration
Emerging Business Enterprise Program

Tom Barrett
Mayor

Cheryl L. Oliva
Purchasing Director

Christopher Martin
Manager

May 30, 2008

Dear Vendor:

This cover letter is to advise you that this Invitation to Bid for RFP 2132 has a mandatory Emerging Business Enterprise (EBE) participation requirement in accordance with City of Milwaukee Ordinance Chapter 360. Certified EBE firms who are submitting a proposal, or proposers who will be partnering with a City of Milwaukee certified EBE firm for this proposal should **READ THE TOTAL EMERGING BUSINESS ENTERPRISE PROVISIONS CONTAINED IN THE INVITATION TO BID/RFP PACKAGE VERY CAREFULLY.**

EBE participation is an element of request for proposal responsiveness. Failure to meet the specified EBE requirements will render the proposal unresponsive, and the DOA-Business Operations Division may then recommend award to the next apparent highest ranked proposer.

Proposals that contain a term, condition or provision regarding EBE participation that prevents you from responding or are restrictive relative to the market and/or the service requirements of the City, can be clarified by filing a written request with the City of Milwaukee Purchasing Director by (4:45 PM-CST on June 13, 2008 date and time), the stated deadline for submitting questions. The request must clearly state the reason(s) you cannot comply.

For further information regarding EBE participation, contact the Emerging Business Enterprise Manager, Christopher Martin at 414-286-5552 or the appropriate purchasing agent.

Ref. EBE_RFP-ltr.RFP2132